
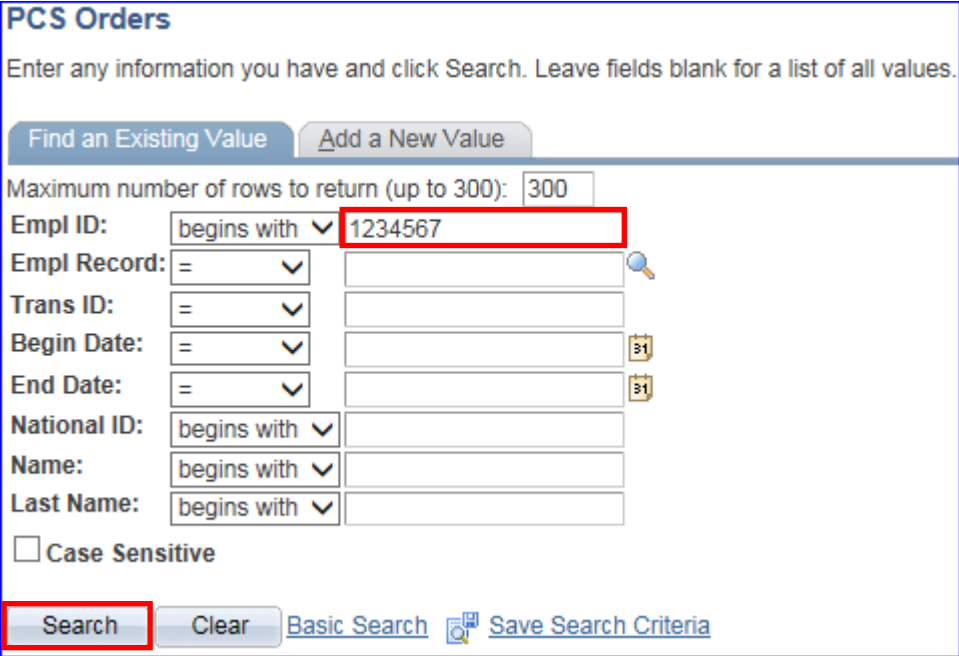


Cancelling a PCS Order

Introduction This guide provides the procedures for cancelling a PCS order in Direct Access.

Note: If the PCS order is in an Authorized or Ready status, only PSC Assignment Officers can cancel the order and/or TONO. If the orders are in an En Route or Finished status, the Servicing Personnel Office must cancel the order.

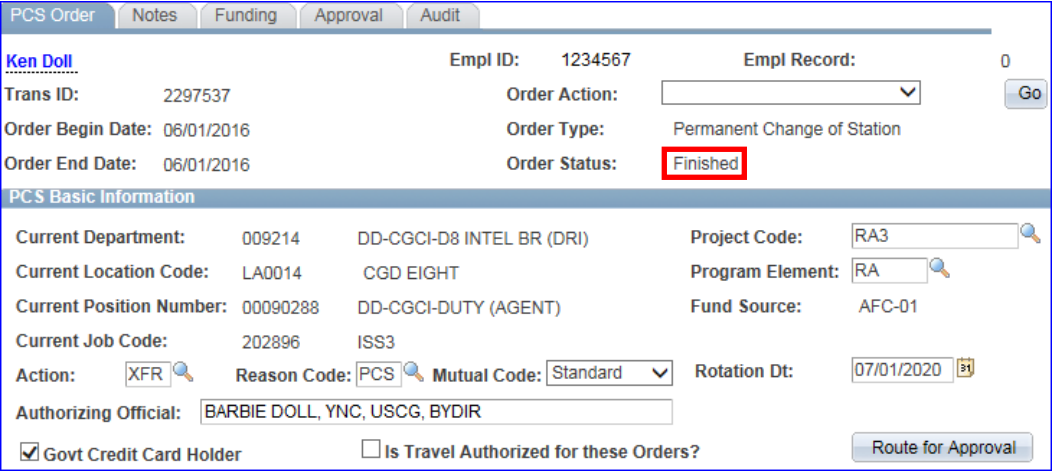
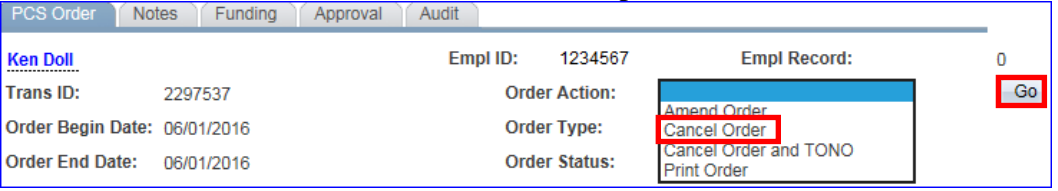
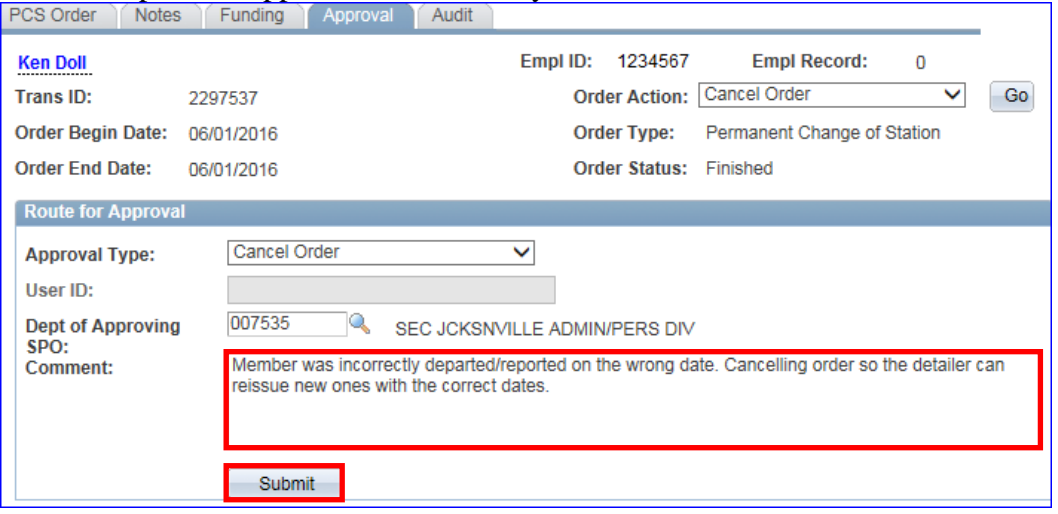
Procedures See below.

Step	Action
1	Select PCS Orders from the Orders pagelet. 
2	Enter the member's Empl ID . Then click Search . If necessary, click on the appropriate orders from the Search Results . 

Continued on next page

Cancelling a PCS Order, Continued


Procedures,
continued

Step	Action
3	<p>The PCS Orders will display. Notice these orders are in a Finished status, so the SPO must cancel them so the Assignment Officer can reissue new PCS Orders.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Ken Doll Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2297537 Order Action: Cancel Order Go</p> <p>Order Begin Date: 06/01/2016 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/01/2016 Order Status: Finished</p> <p>PCS Basic Information</p> <p>Current Department: 009214 DD-CGCI-D8 INTEL BR (DRI) Project Code: RA3</p> <p>Current Location Code: LA0014 CGD EIGHT Program Element: RA</p> <p>Current Position Number: 00090288 DD-CGCI-DUTY (AGENT) Fund Source: AFC-01</p> <p>Current Job Code: 202896 ISS3</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2020</p> <p>Authorizing Official: BARBIE DOLL, YNC, USCG, BYDIR</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p>
4	<p>Select Cancel Order from the Order Action drop-down, then click Go.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Ken Doll Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2297537 Order Action: Cancel Order Go</p> <p>Order Begin Date: 06/01/2016 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/01/2016 Order Status: Finished</p>
5	<p>This will open the Approval tab. Enter any comments, then click Submit.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Ken Doll Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2297537 Order Action: Cancel Order Go</p> <p>Order Begin Date: 06/01/2016 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/01/2016 Order Status: Finished</p> <p>Route for Approval</p> <p>Approval Type: Cancel Order</p> <p>User ID: 007535 SEC JCKSNVILLE ADMIN/PERS DIV</p> <p>Dept of Approving SPO: 007535</p> <p>Comment: Member was incorrectly departed/reported on the wrong date. Cancelling order so the detailee can reissue new ones with the correct dates.</p> <p>Submit</p>

Continued on next page

Cancelling a PCS Order, Continued

Procedures,
continued

Step	Action
6	<p>The Cancelled Orders will be routed to the SPO tree for approval.</p> <div>PCS Order Cancel Approval</div> <div><div><div>PCS Order Cancel:Pending</div><div><div>View/Hide Comments</div></div></div><div>One Approval Level</div><div><div>Pending</div><div><div> Multiple Approvers SPO Supervisor</div></div></div></div> <div><div>Comments</div><div>Barbie Doll at 06/21/16 - 11:47 AM Member was incorrectly departed/reported on the wrong date. Cancelling order so the detailer can reissue new ones with the correct dates.</div></div>